



Request for Proposals

Town of Apex

EL-5100 DD, Laura Duncan Multi-Use Path

December 21, 2012

The Town of Apex is located in the piedmont area of North Carolina and is a part of the Triangle (Raleigh-Durham-Chapel Hill) region. The Town is located west of the City of Raleigh and southwest of Town of Cary, in Wake County.

The Town of Apex is seeking the services of a qualified engineering consulting firm or team of firms to provide professional planning and engineering services related to the construction of a multi-use path and greenway connection(s) from US 64 to Apex Community Park along Laura Duncan Road (SR 1308). The improvements include a signal upgrade to add a signalized crosswalk across Laura Duncan Road at US 64. The traffic signal is part of the Town of Cary signal system.

Project Description and Services to be Provided

This project is identified in the STIP as EL-5100 DD and funded through the STP-DA program with local matching funds. The planning and environmental studies for this project require compliance with the National Environmental Policy Act of 1969, as amended. The primary and/or subconsultant firm(s) shall be Pre-qualified by NCDOT. Services required for reporting, NEPA studies, traffic engineering, and supporting documentation may include but are not limited to the following (work codes required are in parentheses):

- Monthly reporting and documentation of effort as required by NCDOT and FHWA
- Development of a Purpose and Need Statement (work code 00063)
- Public involvement activities (work code 00171)
- Community studies (CIA/ICE) (work codes 00036 and 00116)
- Water quality analyses (work code 00114)
- Investigation of natural resources (T&E surveys, NRTR, wetland and stream delineations) (work codes 00243, 00059, and 00280)

- Historic archaeological and architectural surveys (to be determined based on project scoping comments) (work codes 00106 and 00014)
- Hazardous material / site identification
- Identification, evaluation, and selection of alternative(s)
- Traffic signal design (work code 00207)
- Permit applications and agency correspondence (work code 00287)

The roadway and path/greenway design plans will be prepared by Town staff in AutoCAD (*.dwg) format for use by the consultant. Recommendations made through the project development and evaluation process will be used by Town staff to develop final design plans through coordination with the North Carolina Department of Transportation. Town staff will prepare all bid documents and manage all utility relocation. All environmental documentation and traffic signal plans should be complete and approved by the end of April 2013.

Firms responding to this request must be properly registered with the Office of the Secretary of State and the North Carolina Board of Registration for Engineers and Land Surveyors (NCBELS). The engineers performing and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina, in good ethical and professional standing. Additionally, any corporate subsidiaries, subconsultants, or subcontractors that may participate in the project must also be properly registered. It is the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest.

The prime firm must have the financial resources and ability to undertake the work in its entirety and must have adequate accounting systems to identify costs chargeable to the project. The prime firm shall furnish proof of professional liability insurance coverage in the amount of \$1,000,000, general liability insurance in the amount of \$1,000,000, workers' compensation and employer's liability insurance, and automobile liability insurance. Each subconsultant thereof shall provide proof of equivalent coverage. The prime firm shall also be required to sign a hold harmless agreement.

All proposals received are subject to review by the Town of Apex and North Carolina Department of Transportation (NCDOT).

Pre-qualification

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Disadvantaged / Minority / Woman-Owned Business Enterprise (DBE/MBE/WBE) Participation

Specific DBE/MBE/WBE goals are not required as part of the proposal. Prime firms are encouraged, however, to consider current annual aspirational goals established by NCDOT and estimate anticipated utilization of DBE/MBE/WBE firms during the execution of the work associated with this proposal. The firm, and any other subsequent subcontractors, shall take all necessary and reasonable steps to ensure that minority and women-owned businesses have the maximum opportunity to compete for and perform a portion of the work included in this document and shall not discriminate on the basis of race, religion, color, national origin, age, disability, or sex. At the time the proposal is submitted, the firm must include a listing of all known DBE/MBE/WBE firms that will participate in the performance of the identified work.

Small Professional Service Firm (SPSF) Participation

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>. The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://partner.ncdot.gov/VendorDirectory/default.html> in

the address bar of your web browser. The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

Selection Criteria

Proposals will be evaluated and a consultant will be selected based on the following criteria:

- 50% - Qualifications and experience of the firm and subconsultants to perform the type of work required.
- 30% - Project approach that clearly and thoroughly demonstrates a familiarity with the project and process required.
- 20% - Performance of the firm and its subconsultants on similar and/or previous projects with the Town of Apex and NCDOT.

North Carolina firms qualified to do the work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Town and/or NCDOT to be capable of performing a majority of the work required. After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

Proposal Content and Format

Proposals should be typed on 8.5 x 11" paper, single-spaced, one-sided, and are limited to 15 pages (excluding the cover letter). RS-2 forms are not included in the page count. The proposal shall include the following:

- Introductory letter (2 page limit) expressing interest in providing the requested professional services, an acknowledgment of the firm's eligibility to perform such services for NCDOT (including all subconsultants), a statement citing any potential conflicts of interest, and contact information including an email address for the primary point of contact.
- Identification of project personnel and their role in the proposed project (including an organizational chart and resumes of key staff members).
- Understanding of the project approach.
- Identification of similar work performed within the past seven years.
- Description of relevant work experience, capabilities, and expertise which qualify the personnel assigned to this project to undertake the project.

Required Forms

Completed RS-2 Forms for the prime consultant firms and any/all subconsultant firms shall be submitted with the letter of interest. In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "zero" and signing the form.

Selection Procedures

Three (3) copies of the proposal must be submitted to:

Mail to:

Town of Apex
Attn: Russell H. Dalton, P.E.
P.O. Box 250
Apex, NC 27502

Delivery/Overnight to:

Town of Apex
Attn: Russell H. Dalton, P.E.
3rd Floor Engineering
73 Hunter Street
Apex, NC 27502

Proposals must be received no later than 4 p.m., Thursday, January 10, 2013 to be eligible for consideration. Any questions on the request should be directed to Russell H. Dalton, P.E., Transportation Engineer at 919-249-3358 or russell.dalton@apexnc.org. The Town of Apex reserves the right to direct select the most responsive qualified firm. All firms submitting proposals will be notified the next business day following the date of selection, anticipated to be within 5-10 business days of the submittal deadline.

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements they will be disqualified. No exception will be granted.

Any questions concerning the advertisement or the scope of work should be directed to Russell H. Dalton, PE.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Dalton.

The firm(s) selected will be notified by **email**. Notification will also be sent by email to firms not selected.